

**IAA#: 18FDHS180001**

**Order#: Order#: 000**

**U.S. General Services Administration, Technology Transformation Services, 18F  
and  
U.S. Department of Homeland Security, NPPD, CS&C**

**FORM 7600A, ATTACHMENT 1  
Additional Clauses**

**1.0 Funding and Reimbursement**

The servicing agency is limited to recovery of actual costs. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

**2.0 Billing Instructions/Support Documentation for Expenditures**

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

**3.0 Requesting Agency Program Office Responsibilities**

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

**4.0 Project Completion and Closeout**

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately. After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

### **5.0 Accessibility of Electronic and Information Technology**

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

### **6.0 Free and Open Source Policy**

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

[github.com/18F/open-source-policy/blob/master/policy.md](https://github.com/18F/open-source-policy/blob/master/policy.md)

### **7.0 Communications**

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

Additionally, 18F will post the contents of this interagency agreement, including the Form 7600A, Form 7600B, Additional Clauses, Statement of Work, and Funding Details on a public website once signed. You may visit the website at: [pages.18f.gov/agreements-public](https://pages.18f.gov/agreements-public).

### **8.0 FITARA Review**

If required by FITARA and requesting agency policy, the requesting agency acknowledges that a FITARA review was conducted by the requesting agency Office of Chief Information Officer.

### **9.0 Design Research**

The requesting agency acknowledges the servicing agency's commitment to human-centered design, specifically its practice of design research. Design research broadens perspectives and tests assumptions by actively and systematically engaging with information ecosystems.

The requesting agency acknowledges and agrees that:

- A. The servicing agency shall conduct design research as authorized by Executive Order 13571, *Streamlining Service Delivery and Improving Customer Service*, Section 2 (B).
- B. In its conduct of design research, the servicing agency may:
  - i. Interact with federal employees, contractors, and members of the public.
  - ii. Access sensitive information and personally identifiable information.

- iii. Seek approval for its information collection instruments under the paperwork reduction action (PRA). The servicing agency shall collaborate with PRA desk officers at the requesting agency, as appropriate.
- C. The servicing agency shall notify the requesting agency about the nature and scope of its design research studies. The requesting agency is responsible for communicating the nature and scope of design research studies to its labor unions, if applicable.
- D. The servicing agency has conducted a privacy impact assessment (PIA) for design research to fully identify and mitigate potential privacy risks. The servicing agency's design research PIA is located at: <https://gsa.gov/portal/content/102237>
- E. The servicing agency shall provide access to and transfer ownership of design research-related data on a need-to-know basis in accordance with the principles outlined in its design research PIA.

**United States Government  
Interagency Agreement (IAA) – Agreement Between Federal Agencies  
General Terms and Conditions (GT&C) Section**

IAA Number 18FDHS180001 - 0000 - 0000  
GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment/Mod # \_\_\_\_\_

DEPARTMENT AND/OR AGENCY										
1.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 15%; padding: 5px;">Requesting Agency of Products/Services</th> <th style="width: 85%; padding: 5px;">Servicing Agency Providing Products/Services</th> </tr> <tr> <td style="padding: 5px;"> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Name</td> <td style="padding: 5px;">U.S. Department of Homeland Security, NPPD, CS&amp;C</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">245 Murray Lane SW, Bldg 410 Washington, DC 20528</td> </tr> </table> </td> <td style="padding: 5px;"> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">1800 F Street, N.W. Washington, D.C. 20405</td> </tr> </table> </td> </tr> </table>	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Name</td> <td style="padding: 5px;">U.S. Department of Homeland Security, NPPD, CS&amp;C</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">245 Murray Lane SW, Bldg 410 Washington, DC 20528</td> </tr> </table>	Name	U.S. Department of Homeland Security, NPPD, CS&C	Address	245 Murray Lane SW, Bldg 410 Washington, DC 20528	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">1800 F Street, N.W. Washington, D.C. 20405</td> </tr> </table>	1800 F Street, N.W. Washington, D.C. 20405
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Name	U.S. Department of Homeland Security, NPPD, CS&C									
Address	245 Murray Lane SW, Bldg 410 Washington, DC 20528									
1800 F Street, N.W. Washington, D.C. 20405										
2. Servicing Agency Agreement Tracking Number (Optional) <u>FNCC-18-30001</u>										
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>										
4. GT&C Action (Check action being taken) <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment – Complete only the GT&C blocks being changed and explain the changes being made.  <input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.										
5. Agreement Period Start Date _____ End Date <u>09-30-2018</u> of IAA or effective cancellation date <div style="text-align: center;">MM-DD-YYYY                      MM-DD-YYYY</div>										
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes <input type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/> <div style="text-align: center;">Other Renewal <input type="checkbox"/> State the other renewal period: _____</div> No <input checked="" type="checkbox"/>										
7. Agreement Type (Check One) <input checked="" type="checkbox"/> Single Order IAA <input type="checkbox"/> Multiple Order IAA										
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation   										
Note: Specific advance amounts will be captured on each related Order.										

**Interagency Agreement (IAA) – Agreement Between Federal Agencies  
General Terms and Conditions (GT&C) Section**

IAA Number 18FDHS180001 - 0000 - 0000  
GT&C #                      Order # Amendment/Mod #

**9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)**  
**(Optional for Assisted Acquisitions)**

Direct Cost                                      **\$24,949.00**  
Overhead Fees & Charges                       
Total Estimated Amount                      **\$24,949.00**

Provide a general explanation of the Overhead Fees & Charges  
The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.

**10. STATUTORY AUTHORITY**

**a. Requesting Agency's Authority (Check One)**

Franchise Fund ☐    Revolving Fund ☐    Working Capital Fund ☐    Economy Act (31 U.S.C. 1535/FAR 17.5) ☐    Other Authority ☒

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority  
Acquisition Services Fund 40 USC 321, 501

**b. Servicing Agency's Authority (Check One)**

Franchise Fund ☐    Revolving Fund ☐    Working Capital Fund ☐    Economy Act (31 U.S.C. 1535/FAR 17.5) ☐    Other Authority ☒

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority  
Acquisition Services Fund 40 USC 321, 501

**11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)**

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.

**12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)**

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.

United States Government  
Interagency Agreement (IAA) – Agreement Between Federal Agencies  
**General Terms and Conditions (GT&C) Section**

IAA Number 18FDHS180001 - 0000 - 0000  
GT&C #                      Order #    Amendment/Mod #

**13. Restrictions (Optional)** (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

**14. Assisted Acquisition Small Business Credit Clause** (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

**15. Disputes:** Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume 1, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

**16. Termination** (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

**17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA.** (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

**18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA.** (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

**19. Requesting Agency Clause(s) (Optional)** (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses Funds are available under the existing Continuing Resolution

**Interagency Agreement (IAA) – Agreement Between Federal Agencies  
General Terms and Conditions (GT&C) Section**

IAA Number 18FDHS180001 - 0000 - 0000  
GT&C #                      Order #    Amendment/Mod #

**20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)**

Please see Form 7600A, Attachment 1 - Additional Clauses

**21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)**

**22. Annual Review of IAA**

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

**AGENCY OFFICIAL**

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

<b>23.</b>	<b>Requesting Agency</b>	<b>Servicing Agency</b>
Name	(b) (6)	Rebecca Piazza
Title	Chief of Procurement	Assistant Commissioner of TTS-18F
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	(b) (6)	rebecca.piazza@gsa.gov
SIGNATURE	(b) (6)	e-Signed by Rebecca Piazza on 2017-10-02
Approval Date		

**STATEMENT OF WORK FOR 18F SERVICES TO BE PROVIDED TO U.S.**  
**Department of Homeland Security, NPPD, CS&C**

**1.0. BACKGROUND**

The U.S. General Services Administration (the Servicing Agency), through the Office of 18F (18F) within the Technology Transformation Services / FAS, builds effective, user-centric digital services focused on the interaction between Government and the people and businesses it serves. 18F helps agencies deliver on their mission through the development of digital and web services.

18F has a product called Federalist. Federalist is software-as-a-service for self-service publishing and maintenance of static web pages. Federalist provides users with customizable templates for common website use cases and a web-based editor to update and add content to the templates. Users also have the ability to use custom templates on Federalist.

18F provides access to the Federalist platform and its capabilities and maintains the Federalist platform and infrastructure security compliance. Agencies access the platform on a self-service level to modify and launch static web pages onto Federalist's cloud-based deployment and hosting infrastructure.

The Requesting Agency, for purposes of this Statement of Work (SOW), is the U.S. Department of Homeland Security, NPPD, CS&C, who will execute an interagency agreement with GSA to provide services to U.S. Department of Homeland Security, NPPD, CS&C. The U.S. Department of Homeland Security, NPPD, CS&C requires the ability to host easily editable static web pages. To help achieve its goals, the Requesting Agency is engaging GSA to provide access to Federalist. This will meet the agency's need by allowing the agency to create and host its web content on the Federalist platform.

**2.0 SCOPE OF WORK AND DELIVERABLES**

18F will provide the U.S. Department of Homeland Security, NPPD, CS&C the following:

1. Access to Federalist to create and manage static web pages, including:
  - a. Federalist web editing tools for creating and editing web content
  - b. Access to training and documentation materials such as <https://federalist-docs.18f.gov/> to assist users in using Federalist.



- c. Hosting for collections of static web pages using the Federalist cloud hosting platform under unified domain names.
2. 18F direct support necessary to achieve the objectives of this IAA, including:
  - a. Provisioning individual access to Federalist
  - b. Proactive updates about new features or platform downtime as appropriate.
3. 18F will supply the U.S. Department of Homeland Security, NPPD, CS&C as requested with Monthly Statements and additional Project Status Updates.

### **3.0 REIMBURSEMENT**

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means GSA's direct and indirect costs including (1) labor costs, (2) non-labor costs, including any infrastructure/hosting, contracted services, travel, and related expenses under this agreement; and (3) professional services, including those described in Section 2.3, above.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA.

### **4.0 DELIVERABLE TIMELINE**

The Servicing Agency shall deliver to the Requesting Agency the following:

Item	Due By
Distribution of Federalist access to Requesting Agency users	< 10 business days after agreement is executed
Operation & Maintenance of the Federalist platform and Cost Tracking	Ongoing

### **5.0 USE OF CONTRACT SERVICES**

18F may, consistent with law, delegated authorities, and applicable policy guidance, use contract services in fulfilling the agreed upon deliverables with advance notice to the Requesting Agency.

## **6.0 PROJECT STATUS AND REPORTING**

18F will provide a status of key milestones as requested by U.S. Department of Homeland Security, NPPD, CS&C, including recent accomplishments, planned activities, and risks and issues.

**IAA# : 18FDHS180001**

**Order# 0001**

**U.S. General Services Administration, Technology Transformation Services, 18F**

**and**

**U.S. Department of Homeland Security, NPPD, CS&C**

**7600B, ATTACHMENT B**

**Full Text for 7600B, Line 35**

This agreement is to reimburse for the actual costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.



## IAA Order

IAA Number 18FDHS18F0001 - 0001  
GT&C # Order # Amendment/Mod #Servicing Agency's Agreement  
Tracking Number (Optional) FNCC-18-30001

28. Order Line/Funding Information														Line Number <u>0001</u>			
Requesting Agency Funding Information										Servicing Agency Funding Information							
ALC		70-09-1512								47-00-0016							
Component TAS Required by 10/1/2017	SP	ATA	AID	BPOA	EPOA	A	MAIN	SLR	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	
OR Current TAS format	70-18-0586								47X45341								
BETC	DISB								COLL								
Object Class Code (Optional)																	
BPN	965566644								08-044-1469								
BPN + 4 (Optional)																	
Additional Accounting Classification/Information (Optional)	NONE, Subject to availability of funds Email rcv'd by Joe 10/5/17 to remove SAF								2018-F-00-285F-DS11-Q00XF000-AF151-18F Billable								
Requesting Agency Funding Expiration Date 09-30-2018 MM-DD-YYYY									Requesting Agency Funding Cancellation Date 09-30-2023 MM-DD-YYYY								
FY18 DHS Cyber Sites - Federalist FY18																	
Project Number & Title																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																	
See Form 7600B, Attachment A Statement of Work																	
North American Industry Classification System (NAICS) Number (Optional)																	
Breakdown of Reimbursable Line Costs									OR Breakdown of Assisted Acquisition Line Cost:								
Unit of Measure								Contract Cost		\$							
Quantity		Unit Price		Total				Servicing Fees		\$							
1		\$24,949.00		\$ 24,949.00				Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges				\$				Advance for Line (-)		\$							
Total Line Amount Obligated				\$ 24,949.00				Net Total Cost		\$ 0.00							
Advance Line Amount (-)				\$				Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due				\$ 24,949.00													
Type of Service Requirements																	
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	



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GT&C #                  Order #      Amendment/Mod #

Servicing Agency's Agreement  
Tracking Number (Optional) FNCC-18-30001

FMS Form 7600B  
04/12

## IAA Order

IAA Number 18FDHS180001

- 0001 -

GT&amp;C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional) FNCC-18-30001**35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)**

Form 7600B, Attachment B: Funding Details Funds are available under the existing Continuing Resolution

**36. Delivery/Shipping Information for Products (Optional)**

Agency Name

Point of Contact (POC) Name &amp; Title

POC Email Address

Delivery Address - Room Number

POC Telephone Number

Special Shipping Information

**APPROVALS AND CONTACT INFORMATION****37. PROGRAM OFFICIALS**

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	(b) (6)	Rebecca Piazza
Title	Chief of Procurement	Assistant Commissioner of TTS-18F
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6)	rebecca.piazza@gsa.gov
SIGNATURE	(b) (6)	e-Signed by Rebecca Piazza on 10/3/2017
Date Signed		

**38. FUNDING OFFICIALS** - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	(b) (6)	Paula Netro
Title	Director of Financial Management	OCFO Financial Management Analyst
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6)	paula.netro@gsa.gov
SIGNATURE	(b) (6)	Paula Netro
Date Signed		10/5/2017



## IAA Order

IAA Number 18FDHS180001  
GT&C #- 0001 -  
Order # Amendment/Mod #Servicing Agency's Agreement  
Tracking Number (Optional) FNCC-18-30001

## CONTACT INFORMATION

## FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	(b) (6)	Jackie Xu
Title	CS&C BFA Chief of Finance	Innovation Specialist
Office Address	1110 N. Glebe Rd, Arlington VA 22201	1800 F Street, NW Washington, D.C. 20006
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6)	18f-finance-cs@gsa.gov
Signature & Date (Optional)	(b) (6) 10/5/2017	

40. ADDITIONAL Points of Contact (POCs) (as determined by each Agency)  
This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name	(b) (6)	William Slack
Title	IT Specialist Supervisory	18F Innovation Specialist
Office Address		
Telephone Number		
Fax Number		
Email Address	(b) (6)	william.slack@gsa.gov
Signature & Date (Optional)		
Name		Matthew Spencer
Title		18F Agreements Lead
Office Address		
Telephone Number		
Fax Number		
Email Address		matthew.spencer@gsa.gov
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		